

APPROVED

**BOARD OF NURSING HOME ADMINISTRATORS
MINUTES OF BOARD MEETING**

Wednesday, October 8, 2003

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

- CALL TO ORDER:** A meeting of the Virginia Board of Nursing Home Administrators was called to order at 9:00a.m.
- PRESIDING:** Robert N. Rector, NHA, Chair
- MEMBERS PRESENT:** Ted LeNeave, NHA, Vice-Chair
Billie J. Owens
Mary M. Smith, NHA
Joseph C. Almond, NHA
Kathleen R. Fletcher, RN
- MEMBERS ABSENT:** Mary L. Blunt, NHA
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Elaine Yeatts, Sr. Policy Analyst
JeAnne Marshall, Administrative Assistant
- COUNSEL PRESENT:** Howard Casway, Assistant Attorney General
- QUORUM:** With six members of the Board present, a quorum was established.
- PUBLIC COMMENT:** Dr. Iris Parham, Chair, Department of Gerontology, from VCU addressed the Board regarding the VCU Certificate Program in Aging Studies. Dr. Parham has asked the Board to review the Certificate Program and decide that the Certificate program meets the current requirements for an applicant to be licensed. Dr. Parham distributed copies of course descriptions for several courses included in the VCU Certificate Program. Also present to support Dr. Parham's request were Anthony DeLellis, James Cotter and Jason Rachel.
- APPROVAL OF MINUTES:** On a properly seconded motion by Joseph Almond the Board approved the Minutes of the General Board Meeting of July 23, 2003.
- BOARD DISCUSSION:** **Nursing Facility Advisory Committee Report:** Mr. Rector

reviewed with the Board the minutes from the NFAC meeting held on June 19, 2003. Ms. Reen noted the Department of Health has identified from data collected that there are systemic deficiencies within corporations systems. Mr. Rector asked one of the Board members to attend the next meeting on October 15, 2003 and Ms. Smith, agreed to attend.

VANHA Request: Ms. Reen explained this was an additional request for amendment to the AIT program regulations 18 VAC 95-20-310 to allow a person who has an associates degree and experience in long term care credit hours towards The AIT requirement of 2000 hours . On a properly seconded motion by Ms. Smith, the Board denied the request.

Wenzel Petition for Rulemaking: Ms. Reen explained that this petition was deferred from the July 23, 2003 board meeting. She stated that the petition requests that the Board allow hours of credit in the AIT program for health care professionals with years of experience in nursing facilities. On a properly seconded motion by Ms. Smith, the Board denied the Wenzel petition for rulemaking.

AIT's in Continuing Care Retirement Communities: Ms. Smith briefly discussed her concern about AIT applicants obtaining credit hours in facilities other than nursing homes. Ms. Reen explained to the Board in order for the AIT to receive credits, the AIT must document the training will take place in a licensed nursing home. The facility's licensure is verified by the Board's staff before an application is forwarded for Board review. It was suggested by the Board that the preceptor be required to certify on a log that the AIT obtained the required credit hours in the licensed facility. Ms. Smith made a motion that all AIT's after November 1, 2003 submit a log of hours at the licensed facility. The Board adopted the motion.

NAB Proposed Action: The Board reviewed and discussed the two proposals that will be made at the Board of Governors Mid-Year meeting on preliminary test reports and a model licensure application. Ms. Reen explained that the Board's representative will vote on these proposals. On a properly seconded motion by Mr. LeNeave, the Board voted

to have the representative to vote in support of the proposals.
The motion carried unanimously.

Mr. Casway expressed concern about question number seven (7) on the model licensure application. Ms. Reen was asked to contact NAB about the need for and legality of asking items C and D.

NAB News: The Board reviewed the newsletter and Ms. Reen stated that this was informational material only.

Continuing Education: Mr. Rector asked the licensees who sit on the Board to voluntarily submit their Continuing Education credits each year to show how important CE is. The licensees agreed to submitting their documentation and to having it reported in the newsletter.

VCU Certificate Program: Ms. Reen explained to the Board that Dr. Parham believes that, since the Board had approved the certificate program in 1996, the program is still an approved program. Ms. Reen explained to Dr. Parham that the program must stay current with the regulations and that the Board stopped approving programs in 1998. The Board asked Ms. Reen to send a letter to Dr. Parham explaining that applicants must meet the current regulations to qualify for licensure.

CLOSED MEETING:

On a properly seconded motion by Mr. LeNeave , the Board voted 6-0 to enter into a closed meeting pursuant to §2.2-3711 (a) (7) of the Code of Virginia to consult with legal counsel regarding an applicant's appeal of the denial for licensure.

RECONVENE:

On a properly seconded motion by Mr. LeNeave, the Board voted 6-0 in favor of the motion that only public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the closed meeting and only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

The Board reconvened in open meeting pursuant to §2.2-

3712 (d) of the Code.

**EXECUTIVE DIRECTOR'S
REPORT:**

Health Practitioner's Intervention Program: Ms. Reen reported that the HPIP has a report available and in the time period addressed there were no licensed administrators in the program. She asked anyone who would like to have a copy to let her know.

Board of Health Professions: Ms. Reen reported that the DHP adopted the BNHA motion to research licensure of assisted living administrators and assigned the matter to a committee.

2004 Calendar: Ms. Reen reviewed the proposed schedule for the 2004 with Board. Ms. Reen asked that the Board review and make recommendations or revisions. The Board changed the proposed January 14, 2004 Board meeting to January 21, 2004 and adopted the calendar as amended.

CLOSED MEETING:

On a properly seconded motion by Mr. LeNeave , the Board voted 6-0 to enter into a closed meeting pursuant to §2.2-3711 (a) (7) of the Code of Virginia to consult with legal counsel regarding the Goad decision and confidential consent agreements.

RECONVENE:

On a properly seconded motion by Mr. LeNeave, the Board voted 6-0 in favor of the motion that only public business matters lawfully exempted from open meeting requirements under Virginia law were discussed in the closed meeting and only public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

The Board reconvened in open meeting pursuant to §2.2-3712 (d) of the Code.

**Virginia Nursing Home Administrators
Board Meeting
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ADJOURNMENT

With all business concluded, the Board adjourned at 12:45 p.m.

Robert N. Rector, Jr., NHA, Chair

Sandra K. Reen, Executive Director

Date

Date